

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: **FIRE PREVENTION & CONTROL**

DATE: JANUARY 25, 2007

Committee Members Present:

Supervisors VanNess
Bentley
Belden
Haskell
Geraghty
Girard
Sokol

Others Present:

Marvin Lemery, Fire Prevention & Building
Code Enforcement Administrator
Karen Putney, Secretary/Code Enforcement
Officer
William Thomas, Chairman
Joan Parsons, Commissioner of
Administrative & Fiscal Services
Joan Sady, Clerk
Paul Dusek, County Attorney
Patricia Nenninger, Second Assistant
County Attorney
Hal Payne, Administrator of Westmount
Health Facility and Countryside Adult
Home
Supervisor Kenny
Supervisor Mason
Supervisor Stec
Sheriff Cleveland
William Lamy, Superintendent, Department
of Public Works
John Wappett, Public Defender
Chip Mellon, Warren County's Co-Chairman
of the Warren/Washington Counties
Emergency Training Center Committee
James Lindsey, Supervisor for the Town of
Kingsbury, Washington County and
member of the Warren/Washington
Counties Emergency Training Center
Committee
Carlene A. Ramsey, Sr. Legislative Office
Specialist

Mr. VanNess called the meeting to order at 10:34 a.m.

Motion was made by Mr. Geraghty, seconded by Mr. Haskell and carried unanimously to accept the minutes of the previous meeting, subject to correction by the Clerk.

Marv Lemery, the Fire Prevention & Building Code Enforcement Administrator, distributed an agenda packet to each of the Committee members and a copy is on file

with the minutes.

Mr. VanNess acknowledged there were a few guests in attendance today as he welcomed James Lindsey, Supervisor for the Town of Kingsbury, Washington County (who also served as a member of the Warren/Washington Counties Emergency Training Center Committee). He also welcomed Chip Mellon, Warren County's Co-Chairman of the Warren/Washington Counties Emergency Training Center Committee; and Karen Putney, Secretary/Code Enforcement Officer of the Fire Prevention and Building Code Enforcement Department.

Mr. Lemery began his Agenda review with I. Building codes, Item A. Monthly Activity Reports. He said the December Report also contained the Year End Report. He directed attention to the Number of Permits Issued Report which illustrated the Department's annual permit totals since 1984 (when the Department was established). The Permit Revenue, he said, was presented in the Revenue Ledger Listing included with the agenda packet. He summarized the information and stated the number of permits in 2006 had increased by 8% over 2005. In addition, he mentioned that over the past few years, the annual totals had increased over the previous year by 6% to 8% and this trend was expected to continue into the near future.

Mr. Belden queried if the revenue had increased at the same percentage rate as the permit numbers. Mr. Lemery acknowledged the 2006 revenue had in-fact decreased by 1% since 2005.

Mr. Lemery remarked that December 2006 was the first full month the Building Inspectors had been driving the County vehicles and the fuel costs for December totaled \$497. He noted that without the County vehicles, the mileage reimbursement would have come to approximately \$1,800. Mr. Belden said he felt the Committee had made the right move. Mr. Haskell said he felt the vehicles gave a professional appearance and represented the County well.

Mr. Lemery reported that he would be away on vacation during the month of March. Therefore, he said, he had invited Karen Putney to attend today's meeting so that she could become familiar with the procedures and fill-in for him in his absence.

Returning to Agenda review at II. Fire Prevention & Control, Mr. Lemery directed attention to the letter from the State of New York Department of State (included with the agenda packet). He pointed out that the Warren/Washington Counties Emergency Training Center had been awarded a \$400,000 grant under the Shared Municipal Services Incentive Grant Program.

Mr. Lemery next reported on Agenda Item II. B, Training Schedule, and he explained the chart included the number of lessons or classroom sessions required for the various classes. He noted that each session met for 3 hours which meant the Introduction to Fire Officer Training Course was a 27 hour course (9 sessions at 3 hours each).

Mr. Lemery noted the Agenda packet also included the Budget Performance Reports for the Department of Fire Prevention & Control (A.3410), the Fire Training Center Project (Fund H254), Homeland Security (A.3645), Arson Awareness (A.3420) and Emergency Medical Service (A.4022). He said the Arson Awareness Budget had been eliminated in the 2007 County Budget. As for the Emergency Medical Services, he noted the deficit of \$1,407, in the .110 Salaries - Regular account, had been the result of a clerical error in the Treasurer's Office. He confirmed that the error had been corrected, and would be reflected in the next month's report.

Next, Mr. Lemery turned to Agenda Item II. A, Recommendation to Hire an Engineering Firm, and he directed attention to the Tabulation Sheets prepared by the Purchasing Department (included with the Agenda packet). He explained that four proposals had been submitted in response to the RFP (request for proposal). He noted the Warren/Washington Counties Emergency Training Center Committee had met to review all four of the proposals and two firms had been eliminated. Specifically, he said Richard E. Jones Associates had been eliminated due to the excessive price, while Foit-Albert Associates was eliminated due to a lack of experience with this type of building construction.

Mr. Lemery further reported a second meeting was held and the two remaining candidates (Laberge Group and Saratoga Associates) had been invited to give a presentation. As a result of those interviews, he said the recommendation had been to hire the Laberge Group as the engineers and architects of this project.

Mr. VanNess reported that he had attended both of the group meetings mentioned above and said he felt the Laberge Group seemed to be more prepared to move forward with the Counties' ideas. In addition, he said, that if the Counties decided to go with the modular-type construction, it was his understanding the price would be reduced by as much as 20%. He commended the Warren County's Co-Chairman of the Warren/Washington Counties Emergency Training Center Committee, Chip Mellon, and all of the members of his Committee for their due diligence in their selection. He said he wholeheartedly supported the recommendation to hire the Laberge Group.

In response to questions from Mr. Belden, Paul Dusek, County Attorney, explained the Purchasing Policy stated the lowest proposal must be selected unless there was adequate justification to reject the bid. He acknowledged that lack of experience was one such justification.

Mr. Lemery pointed out the last page of the Tabulation Sheet listed the pricing totals for each of the four proposals. He noted that Saratoga Associates' bid had a price range of \$250,000 to \$700,000 while Laberge Group's bid was a flat \$527,000.

Patricia Neninger, Second Assistant County Attorney, pointed out the bid specifications had asked for a fixed price, rather than a price range. Therefore, Mr.

Dusek confirmed that Saratoga Associates' price range bid was not in line with the specifications and was justification for its elimination.

Mr. VanNess invited Mr. Lemery to expound on the various stages for the Training Center Project. Mr. Lemery explained that during Phase 1, the best location for the facility would be determined and a preliminary design (along with the site recommendation) would be presented to the two Counties. He estimated that a preliminary design might be ready as early as March or April if the two Counties decided on one of the firms at their February Board meetings.

Motion was made by Mr. Haskell and seconded by Mr. Belden to select the Laberge Group as the engineer and architect firm for the Warren/Washington Counties Emergency Services Training Facility, provided the Laberge Group met all of the RFP's specifications. *[Please note the project is also known as the Warren/Washington Counties Emergency Training Center.]*

Mr. Belden asked if the RFP had been for design only, or if construction was included.

Mr. Lemery clarified the RFP had been solely for the engineering and architectural design of the facility. He verified that Laberge Group's price of \$527,000 covered only the engineering and architectural fees, and no construction costs or site preparation.

Mr. VanNess pointed out the grant funds, combined with the two Counties' Capital Project funds, brought the total available for the project to \$630,000. At this time, he said, there would be no additional costs to the Counties' taxpayers.

Mr. Haskell, as Chairman of the County Facilities Committee, explained that his Committee had recently been dealing with engineers and architects for the new Health and Human Services Building. He said he felt the Warren/Washington Counties Emergency Training Center would require more engineering and architectural expertise than the Health and Human Services Building, or a typical office building, and he expected the fees to be somewhat higher for the training facility. In his opinion, he stated, the proposals seemed to be appropriate, given the nature of the building.

Following a general discussion, Mr. Lemery confirmed that once a firm was actually hired, the selected vendor would provide a detailed breakdown of the costs for each phase of the project.

Mr. VanNess pointed out that both vendors had offered to attend each County's Committee meetings and he queried if the Committee members would like to accept the offers.

General discussion ensued.

In response to Mr. Belden's questions, Mr. Lemery explained that the preliminary

estimates regarding the construction phase were approximately \$1.3 to \$1.5 million for design through construction. He said it was his understanding the \$527,000 for design was included in the \$1.3 to \$1.5 million. Therefore, he said he felt the two Counties could expect the construction to be approximately \$700,000 to \$800,000.

Mr. Mason left the meeting at 10:55 a.m.

Mr. VanNess suggested that the Laberge Group be invited to attend a special Fire Prevention & Control Committee meeting. He consulted with the Clerk, Joan Sady, and determined a meeting could be scheduled for February 8, 2007 at 9:30 a.m. *[Subsequent to the meeting, the date of the Special Fire Prevention and Control Committee meeting was changed to February 6, 2007 at 9:30 a.m.]*

Mr. Haskell suggested the Washington County Committee members be invited to the meeting, as well.

Responding to Mr. Dusek's comments, Mr. Lemery confirmed that the environmental review requirements had been included in the bid specifications.

Mr. Girard observed that Saratoga Associates' fee represented 6-9% of the construction costs, which was a range that he would expect, based on his past experience with architects and engineers. He asked if the Laberge Group had made any similar references.

James Lindsey, a member of the Warren/Washington Counties Emergency Training Center Committee, said he understood the Laberge Group had indicated their fee would be reduced by up to 20% if the Counties opted for a modular-type construction.

Mr. Lamy entered the meeting at 10:58 a.m.

Following a brief discussion, Chip Mellon, Warren County's Co-Chairman of the Warren/Washington Counties Emergency Training Center Committee, explained that the Laberge Group brought a second component to the table. He mentioned that this firm also managed an entire division that was dedicated to locating grants and other funding sources.

Mr. Stec entered the meeting at 11:02 a.m.

General discussion ensued.

Mr. VanNess pointed out there was a motion on the floor to accept the bid from Laberge Group (made by Mr. Haskell and seconded by Mr. Belden on page 3). He asked if the gentlemen would agree to rescind their motion.

Mr. Haskell said he would prefer to table his motion.

At the recommendation of the County Attorney, motion was made by Mr. Girard, seconded by Mr. Belden, and carried unanimously to table the previous motion to select the Laberge Group as the engineer and architect firm for the Warren/Washington Counties Emergency Services Training Facility, provided they met all of the RFP specifications. *[Please note the project is also known as the Warren/Washington Counties Emergency Training Center.]*

Mr. VanNess announced that a special meeting would be scheduled for February 8, 2007 at 9:30 a.m. and the Laberge Group would be invited to give a presentation. Mr. Lemery agreed to make the necessary arrangements. Mr. Lindsey agreed to forward the invitation to attend to the Washington County parties, as well.

Mr. Thomas entered the meeting at 11:06 a.m.

Mr. Lemery resumed his Agenda review at Item II. C. Appointment of Deputy Fire Coordinator, due to Mr. Moon's resignation in December 2006. He reported that six applications had been received and reviewed with his current staff of Fire Coordinators. However, he said, the County Fire Advisory Board would not meet until early February to review the applications. He explained that he would like to delay any action until after that time. He noted that he expected to have a recommendation for the February Committee meeting. There being no objections raised, Mr. VanNess noted the matter would be discussed at the next Committee meeting.

Mr. VanNess requested an executive session in order to discuss matters related to the work history and possible appointment of a particular person; and motion was made by Mr. Bentley, seconded by Mr. Belden, and carried unanimously, that executive session be declared pursuant to Section 105 (f) of the Public Officers Law.

Executive session was declared from 11:07 a.m. to 11:32 a.m.

Committee reconvened.

Pursuant to executive session, motion was made by Mr. Belden, seconded by Mr. Geraghty and carried unanimously to refer the matter of the appointment of a Civil Defense Director to the DPW (Department of Public Works) Committee.

Motion was made by Mr. Belden, seconded by Mr. Geraghty and carried unanimously to authorize the County Attorney to draft a local law to establish the Office of Emergency Management Services and the position of Emergency Services Director for consideration by the Committee at the next meeting on February 22, 2007.

There being no further business to come before the Committee, on motion by Mr. Girard and seconded by Mr. Geraghty, Mr. VanNess adjourned the meeting at 11:34 a.m.

Respectfully submitted,
Carlene A. Ramsey, Sr. Legislative Office Specialist